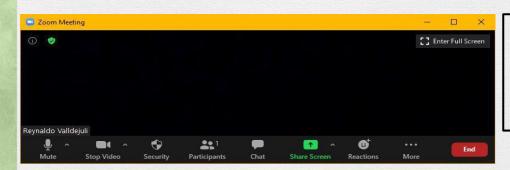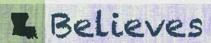# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click "Mute."
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click "Stop Video."
- Please submit questions during the presentation in the "Chat" function located on the bottom of your screen.

NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.

Believes

Believes

eScholar Office Hours
March 17, 2022

Visit the eScholar Support Page for a copy of the webinar deck

Agenda

- **General Information**
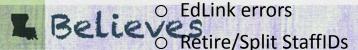 - Security Coordinators
  - Announcements

- **Uniq-ID**
  - Submit new students
  - Retire/Split LASIDs

- **DirectMatch**
  - Statewide matching
  - CEP
  - DSNAP, Address Matching

- **StaffID**
  - EdLink errors
  - Retire/Split StaffIDs

eScholar URLs

Uniq-ID (Student ID): https://louisianasecureid.escholar.com

StaffID: https://louisianastaffid.escholar.com

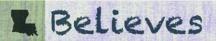**DirectMatch:** https://SecureID.ldoe.la.gov/

User Guides: 2021-2022 eScholar Uniq-ID User Guide
2021-2022 eScholar StaffID User Guide
2021-2022 eScholar DirectMatch User Guide
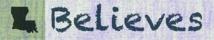2021-22 eScholar DirectMatch Admin Guide Security Management

eScholar Info: eScholar Support Page

Security Coordinators
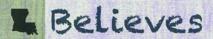
- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district

- Complete your DirectMatch account set-up:
  - ability to create/disable accounts or change the account settings for users in your district

- Update the 2021-2022 LEA Contact List (located in the System Support page)
  - Copy/paste your district's data into a new EXCEL sheet
  - Review and edit (add/remove data managers)
  - Send updated EXCEL file to SystemSupport@la.gov

Announcements

- Jane is out of the office from March 15-18
  - Contact Wanggan.Yang@la.gov for eScholar assistance

- March 17, 2022 eScholar Office Hours 10:00 am

- New ticketing (mailbox) for all data systems assistance
  - Continue to use SystemSupport@la.gov, EDLink360@la.gov, LDOECVR@la.gov
  - Email will be routed to new ticketing system

2021-2022 Uniq-ID
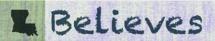
Believes

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:

  o   new students enrolled in your district

  o   Under-age students who are submitted to HTS

- Do **NOT** resubmit students who have exited your district

Student EOY submission: July 8 (snapshot end date)

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics

  o   Edit the student's record and update their information

  o   Your district must hold the Master record for the current school year (ESSY = 2022)
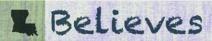
Upcoming

- **DRC:**
  - DRC codes the test booklets – uses LASIDs
  - DRC looks at the student's Location Active Flag = 1 (Active) (ESSY = 2022)
    - Master record
    - History record

- **LASID Audit # 4:**
  - LDOE will identify potential duplicate LASIDs
  - LDOE will drop a file into each district's DM-FTP folder on April 7, 2022
  - Districts will review the file and make notations if the students are duplicates or two separate students by April 14, 2022
  - Districts will update the active LASID in all applicable systems

2021-2022 DirectMatch

DirectMatch Data Uses

- Identify students' free lunch eligibility

- Report students' lunch status to EDLink

- Economically Disadvantaged (ED) calculations

- Submit Population and Elections Data for Community Eligibility Provision (CEP) program *(April 2022)*

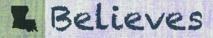 - *CEP training was held on February 22, 2022* *Louisiana Fit Kids - Training Slides*

    - *Slide deck*

    - *Recording*
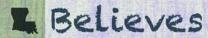
Statewide DirectMatch

February SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on March 2-4, 2022

  - **SNAP batch # 1893;   TANF batch # 1882**

  - Districts are responsible for resolving any near matches

    - If you see the message "No results were found" it indicates that your district does not have any near matches to resolve.

    - You may have some matched records to download.

  - Download your SNAP matched records from the Search function

STUDENT SEARCH

Home > Search Options

Search Options

Identifier :	Match Type :	District :	School :	School Year :
	SNAP	Vernon Parish School...		2022

Reset **Search**

Believes
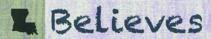
Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs.

- CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.

- To be eligible for CEP:
  - the identified student percentage (ISP) as of April 1 must be at least 40%.
  - to be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

District users identified as CEP managers will have access to the CEP module within DirectMatch in March. FNS staff will provide training (live and recorded).

Please contact Courtney.Neubauer@la.gov with questions.

CEP Manager Access

- LDOE has added the CEP Manager function to:
  - DirectMatch users who are also designated as CEP Managers
  - Created <u>almost all</u> new CEP Manager accounts (on-going)
    - Check your Inbox (Spam/Junk) folder for an email from eScholar
    - Click on the link in the email (link expires in 24 hours)
    - You will be asked to create your password and complete your account set-up
    - You will see your 2021-2022 district's data on April 1
    - Email Jayanthi.Sothirajah@la.gov if you do not have access

- CEP training was held on February 22, 2022 [Louisiana Fit Kids - Training Slides](#)
  - [Slide deck](#)
  - [Recording](#)

Please contact Jayanthi.Sothirajah@la.gov with questions.

Direct Certification Matching Requirements

- All LEAs operating CEP are required to conduct a data match at least once annually
  - Take advantage of ISP increases
  - Observe demographic trends

- LEAs can use the following in DirectMatch

  - Match Options: Person
    - SNAP, TANF

  - Match Options: Address

  - Manual Authorization: DSNAP (manually enter students' LASID into DirectMatch)
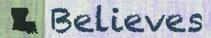
    Manual authorization allows the SFA to add a Direct Certification flag to a particular child. The user enters the student's LASID and clicks Match.

DSNAP

- Needed for CEP
- DSNAP file was dropped into DM-FTP on March 3, 2022
  - File name: **LEA_DSNAP_Eligible_Students.xlsx**
- Add LASIDs manually into DirectMatch (Manual Authorization)
  - *membership in DSNAP is considered as Directly Certified*
  - *submit the DSNAP student as SNAP*
- Complete by April 1, 2022

Public LEAs – contact Van.Fabre@LA.GOV for DM-FTP access

Non-public LEAs – contact Detra.Gaulden2@LA.GOV for FTP access
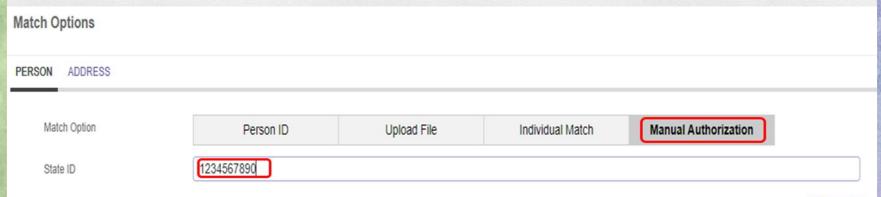
Manual Authorization - DSNAP

Manually enter DSNAP students into DirectMatch for inclusion into CEP by April 1

- In DirectMatch, select Match Options icon ⊘
- Select Manual Authorization
- Enter the LASID, click Match
- See slides 98-103 DirectMatch End User Training or slides 51-55 in CEP Training
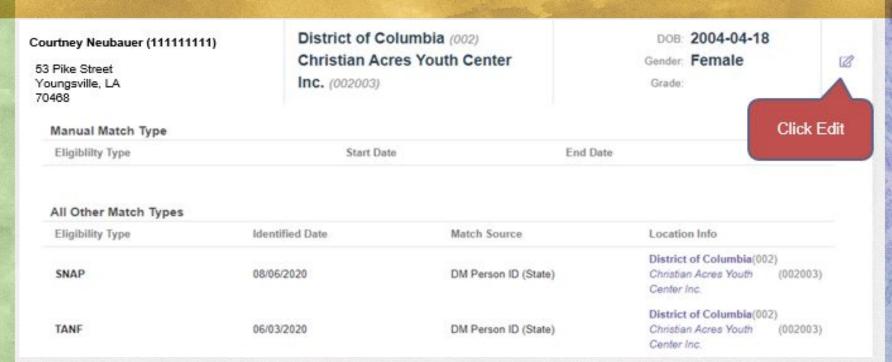
Match Options

PERSON   ADDRESS

Match Option	Person ID	Upload File	Individual Match	Manual Authorization

| State ID | 1234567890 |

Reset   **Match**

Believes

| Courtney Neubauer (111111111) | District of Columbia *(002)* | DOB: **2004-04-18** |
| 53 Pike Street
Youngsville, LA
70468 | **Christian Acres Youth Center Inc.** *(002003)* | Gender: **Female**
Grade: |

Click Edit

Manual Match Type

Eligiblilty Type	Start Date	End Date

All Other Match Types

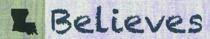| Eligibility Type	Identified Date	Match Source	Location Info
SNAP	08/06/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth Center Inc. (002003)
TANF	06/03/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth Center Inc. (002003)

The match result is displayed along with the other match types that have been assigned to this student. Click Edit.

Look at the All Other Match Types. If the student is already identified as SNAP, you do not need to add the DSNAP student.

Believes

Click Add a New Program.
Look at the All Other Match Types. If the student is already identified as SNAP, you do not need to add the DSNAP student.
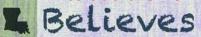
Courtney Neubauer (111111111)

53 Pike Street
Youngsville, LA
70468

District of Columbia (002)
Christian Acres Youth Center
Inc. (002003)

DOB: 2004-04-18
Gender: Female
Grade:

Manual Match Type

Eligiblilty Type

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Even Start
Homeless
Migrant

match reason

+ Add A New Program

Cancel   Update
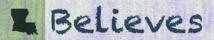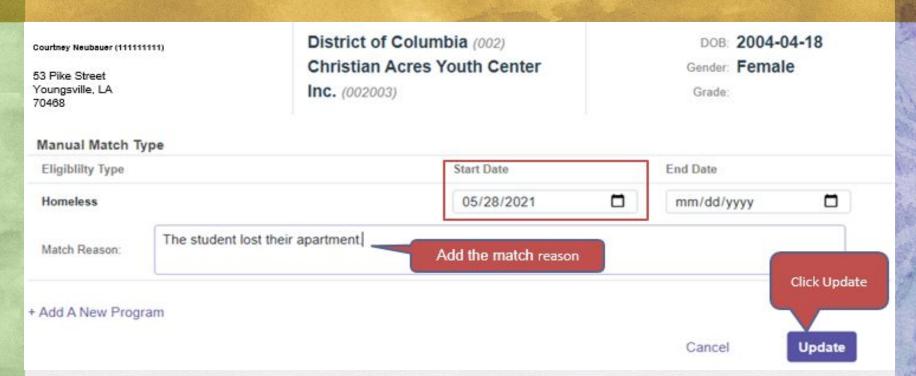
Select the Manual Match Type, which is Homeless in this example. The Manual Match Eligibility Type list is based on the user's role. Not all users will have access to all Eligibility Types.
The DSNAP students should be entered as SNAP.
If the student is already identified as SNAP, you will not be able to add SNAP as the match type.
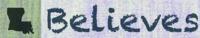
Believes

The user must enter the start date and match reason. Click Update.

For the Start Date, use the default date

For the Match Reason, type in "Student in DSNAP", "DSNAP student", "DSNAP" or something similar.

Courtney Neubauer (111111111)

53 Pike Street
Youngsville, LA
70468

District of Columbia (002)
**Christian Acres Youth Center
Inc.** (002003)

DOB: 2004-04-18
Gender: **Female**
Grade:

Manual Match Type

Eligiblilty Type	Start Date	End Date
Homeless	05/28/2021	N/A

Match Reason: The student lost their apartment.
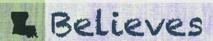
All Other Match Types

Eligibility Type	Identified Date	Match Source	Location Info
SNAP	08/06/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth Center Inc. (002003)
TANF	06/03/2020	DM Person ID (State)	District of Columbia(002) Christian Acres Youth (002003)

The Manual Match, Homeless in this case, will display under the Manual Match Type.
All other program matches will display below.

Believes

22
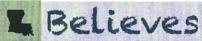
Manual Authorization Q&A

After I enter the student's LASID, I am unable to select SNAP in the Manual Match Type.

You will not be able to select SNAP if:

- the student is already identified as SNAP
- the student is no longer in your district
    - the DSNAP file contains the students who were enrolled in your district on Oct. 1, 2022

Address Matching – March 2022

Purpose: Identify DC extended children (siblings or children living in the same household

Addresses submitted in Uniq-ID are matched against the addresses of the students who were matched to the SNAP file

Use: Matched records will be included in CEP calculations

- LDOE ran the statewide Address matching for all school districts

- District may resolve the near matches
  - the matched records cannot be downloaded
  - be cautious when resolving the near matches
    - Some addresses are apartment buildings with no unit #
    - multiple students at the same address – either same/different last names
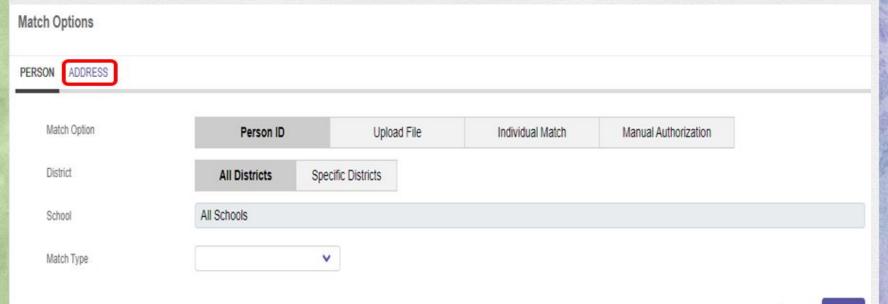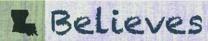
Address Matching

- Select the Match Options button ⊘

- Under Match Options, select Address

Match Options

PERSON	ADDRESS

Match Option	Person ID	Upload File	Individual Match	Manual Authorization

District	All Districts	Specific Districts

School	All Schools

Match Type	⌄

Reset **Match**

Believes
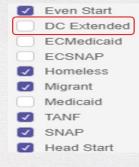
Address Matching Access

- If you see a message that you have no records or no access it is because you have not been given the DC Extended access in your DirectMatch account

- Ask your security coordinator to select DC Extended in your account settings

- If you are non-public user, contact Jayanthi.Sothirajah@la.gov or Wanggang.Yang@la.gov
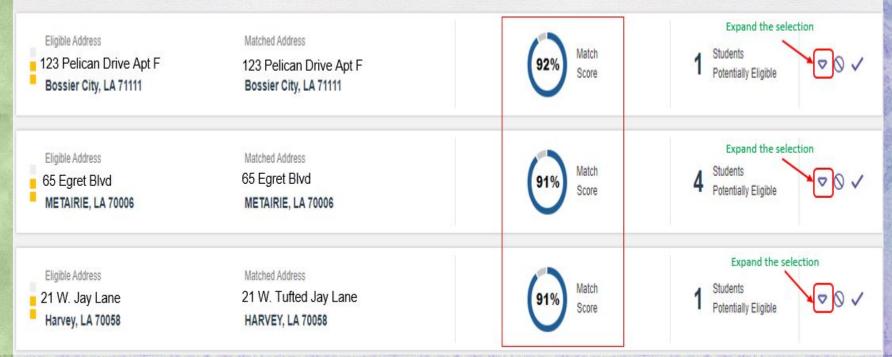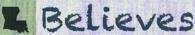
Please contact Jayanthi.Sothirajah@la.gov with questions.
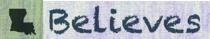
- The address matching found three potential matches with match scores of 92, 91 and 91 respectively.
- Expand the selection to see the potentially eligible matches

Please contact Jayanthi.Sothirajah@la.gov with questions.
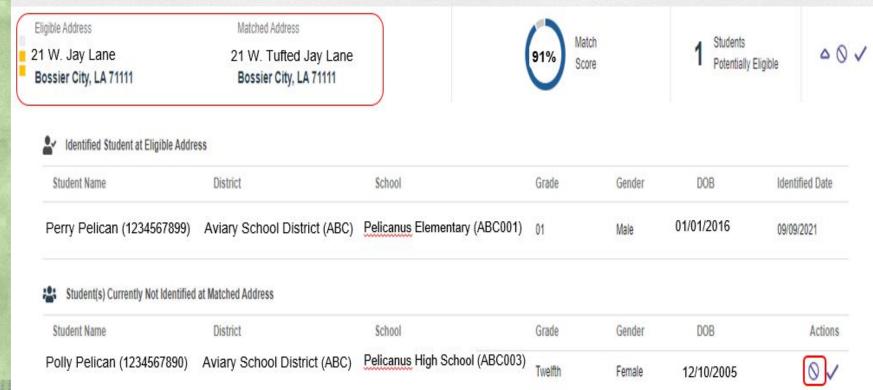
- The eligible address and the matched address are spelled slightly differently
- The apt #, city, state and zip are the same
- Students' last name are the same
- The user will determine if this is the same address or not
- If yes, click on the Match button

Eligible Address	Matched Address			
123 Pelican Drive Apt F	123 Pelicane Drive Apt F	92% Match Score	1 Students Potentially Eligible	△ ⊘ ✓
Bossier City, LA 71111	Bossier City, LA 71111			

Matches all students below

Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	Pelicanus Elementary (ABC001)	01	Male	01/01/2016	09/09/2021

Student(s) Currently Not Identified at Matched Address

Matches only one student at a time

Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	Pelicanus High School (ABC003)	Twelfth	Female	12/10/2005	⊘ ✓

Believes

- 21 W. Jay Lane and 21 W. Tufted Jay Lane could be two different streets in the same town
- The user, after confirming the addresses, should click No Match

Eligible Address	Matched Address		
21 W. Jay Lane	21 W. Tufted Jay Lane	91% Match Score	1 Students Potentially Eligible
Bossier City, LA 71111	Bossier City, LA 71111		

Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	Pelicanus Elementary (ABC001)	01	Male	01/01/2016	09/09/2021

Student(s) Currently Not Identified at Matched Address

Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	Pelicanus High School (ABC003)	Twelfth	Female	12/10/2005	

- Expand the selection to see all 4 potentially eligible matches
- Click Match for one student
- Click No Match for the other students

Eligible Address	Matched Address	Match Score	Students Potentially Eligible	
65 Egret Blvd Walker, LA 70785	65 Egret Blvd Walker, LA 70785	91%	4	⏶ ⊘ ✓

Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Polly Pelican (1234567890)	Aviary School District (ABC)	Pelicanus Elementary (ABC001)	01	Female	01/01/2016	07/01/2021

Student(s) Currently Not Identified at Matched Address

Student Name	District	School	Grade	Gender	DOB	Actions
Perry Pelican (1234567899)	Aviary School District (ABC)	Pelicanus Elementary (ABC001)	Second	Male	09/01/2015	⊘ ✓
Wendy Warbler (0123456789)	Aviary School District (ABC)	Pelicanus Middle School (ABC002)	Eighth	Female	12/12/2009	⊘ ✓
Carolina Wren (0234567890)	Aviary School District (ABC)	Pelicanus High School (ABC003)	Tenth	Female	07/31/2007	⊘ ✓
Jenny Jayhawk (0345678901)	Aviary School District (ABC)	Pelicanus Elementary (ABC001)	Third	Female	08/23/2014	⊘ ✓

Believes

CEP Manager Training

- **Date**: Tuesday, March 22

- **Time**: 1:00 pm

- **Presenter**: Courtney Neubauer (FNS)
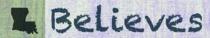
- **Topic**: State agency staff will provide information related to the Community Eligibility Provision and its impact on NSLP and SBP operations.

- **Zoom Link:** https://ldoe.zoom.us/j/92009692465?pwd=UFYxLzdIdXFYVXZWekhLTFdWTnlHUT09

Note: A CEP training session was held on February 22, 2022. Training was posted here:
Louisiana Fit Kids - Training Slides
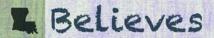   - Slide deck
   - Recording

2021-2022 eScholar StaffID

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment

    o   Export a file from your local system

    o   Submit file to eScholar StaffID

    o   Download the IDs

    o   Import into your local system

    o   See the <u>2021-2022 Benchmark and EdLink Snapshot Calendar</u> for submission deadlines

- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

*Staff EOY deadline: **August 26** (snapshot end date)*

Please contact <u>Wanggan.Yang@la.gov</u> with questions.

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
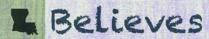
- Audit Code = U06   (replaces U011)

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

EdLink tables sync with eScholar at about 5 pm (CST).

- *All eScholar updates must be made BEFORE 5 pm.*

Retire/Split a StaffID

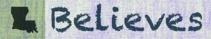**A StaffID is retired because an employee has more than 1 StaffID**

- Complete the Staff RetireID template and email it to Anantha.Lakkakula@la.gov

A StaffID is split because it is shared between staffs

- Complete the Staff SplitID template and email it to Anantha.Lakkakula@la.gov
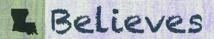
LEAs must update the active StaffID in:

- Your local system

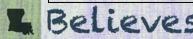- All LDOE data systems that use the StaffID for that employee

Office Hours and Monthly Webinar

- **eScholar Office hours   10:00 am each Thursday**
    - **Zoom link:** https://ldoe.zoom.us/j/96648596634
    - **Dial-In Phone Number:** (312) 626-6799

- **Data Coordinator Office hours   1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
    - **Zoom link:** https://ldoe.zoom.us/j/93069704449
        - **Dial-In Phone Number:** (408) 638-0968

- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
    - **Thursday, April 7** See the full *2021-22 Data Coordinator Webinar schedule*
    - **Zoom Link**: https://ldoe.zoom.us/j/976397929
    - **Dial-In Phone Number**: (408) 638-0968
    - **Meeting ID#**: 976 397 929

eScholar Systems
Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	• Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • User Access and Role Based Questions • Enhancements
Jayanthi.Sothirajah@LA.GOV Wanggan.Yang@LA.GOV	• SecureID, DirectMatch or StaffID support • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar credentials or assistance providing their staff with eScholar systems access
support@escholar.com	• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	• System access for new users • Assistance with your eScholar login/password
Visit escholar support page	• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Believes

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: Bernetta.Sims@la.gov
- EdLink Student data submissions & snapshots, Dropout Corrections: Tara.Baylot@la.gov
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR) and EdLink Staff data submissions: SystemSupport@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- 2021-2022 System Enhancements: Kaylie.Loupe@la.gov
- Sponsor Site System (SPS): Anantha.Lakkakula@la.gov
- EdLink Security for Dashboard Access and Other EdLink360 Issues: edLink360@la.gov
- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Data Management FTP Updates and support wen.fan@la.gov or LDEdata@la.gov

Believes